INSTRUCTIONS FOR PROCESSING YOUR HOUSING CONTRACT

Please read all of the materials included in this Housing email before proceeding to the next step.

1. Go to the following website: https://my.pitt.edu.

Log on using your University username and password that was previously mailed to you by the University Computing Service and Systems Development department. If you do not have this information, you can call the technology help desk at 412-624-HELP for information on how to obtain your username and or password. IT IS CRUCIAL THAT YOU DO NOT USE “WWW” BEFORE THE MY.PITT.EDU URL.

2. Once you gain access to the website, click on MY RESOURCES and choose PANTHER CENTRAL.

3. Once at the Panther Central community, click on HOUSING E-SERVICES.

4. Then, click on Housing Applications and select the appropriate application for you. i.e. Non-Guaranteed students select the “2015-2016 Non-guaranteed Upperclassmen Housing Application while Guaranteed students select the “2015-2016 Guaranteed Upperclassmen Housing Application”.

5. Payment of your $325 Housing Deposit is required at this time. You may pay via credit card or e-check. If you have questions or concerns about this step, please contact Panther Central. PLEASE ONLY PAY THE DEPOSIT ONCE. IF YOU ARE PROMPTED TO PAY THE DEPOSIT A SECOND TIME PLEASE CONTACT PANTHER CENTRAL.

   • You will receive a confirmation/receipt page for your payment. Once you receive this confirmation, you can print a copy for your records by using the “Print a copy” link at the top of the page, then click the continue button. Please contact Panther Central if this page contains an error or states that there was a problem with your payment. It is important that you do not close the window before clicking the CONTINUE button. If you do not click continue your deposit will not be applied to your housing account.

6. Read and agree to the terms and conditions for both the Meningitis Form and Housing/Dining Services contracts.

   PLEASE NOTE: If you are under 18, a parent/guardian co-signature will be required for both the Housing/Dining Services contract and the Meningitis Form. For each step of the process, an email will be sent to the parent/guardian with a confirmation code that will need to be entered by the parent/guardian to show proof of co-signature. Your application will not be complete until these co-signatures have been entered. You will have an opportunity to enter the co-signature email address for each contract during the application process. If you don’t update the co-signature email address, the email will be sent to the emergency contact email address you previously shared during the application process. In addition, you must fax a copy of both documents that include a parent/guardian signature for our files. The fax number is 412-383-7878. A Panther Central representative may be in contact with you with more information regarding co-signature.

7. Complete the online application.

   • You are required to complete all seven steps of the application process in order for your application to be complete. These steps include paying the $325 housing deposit, the Contact Information page, signing of the meningitis waiver, agreeing to the terms and conditions of the Housing/Dining Services Contract, the Living Learning Page, the RSA Page and the Meal Plan Preference page. You MUST click “FINISH” for your application to be submitted.

Reminder

• Guaranteed Students will confirm their meal plan during the online housing selection process.

   1. If you will be selecting your room through the online selection process, you are required to identify a roommate PIN. This will be used during selection to identify your roommates.

• Non-Guaranteed students will be assigned a housing accommodation and meal plan when space becomes available. Non-guaranteed students will be contacted via their home phone number and Pitt email addresses if/when housing becomes available. Your contact information should be updated at the registrar’s office to ensure that you are able to be reached appropriately.

If you experience any issues throughout the process, you may need to configure your browser or pop-up blocker software to allow for pop-ups from this specific site.

If your Contract and Deposit are not submitted online by February 1, 2015 you will invalidate any pending housing guarantee that you may have, if applicable.